

MAILING ADDRESS
IDAHO REAL ESTATE COMMISSION
PO BOX 83720
BOISE ID 83720-0077
WEB SITE: www.irec.idaho.gov
Toll Free in Idaho (866) 447-5411



OFFICE & EXPRESS MAIL ADDRESS
633 N 4TH ST
BOISE ID 83702
TEL: (208) 334-3285; FAX: (208) 334-2050
TRS (TELECOMMUNICATIONS
RELAY SYSTEM) 1 800 377-3529

STATE OF IDAHO Real Estate Commission

ACCESS IDAHO USER NAME & PASSWORD

The online licensing system has been designed to allow greater protection for your personal information. You will use an **Access Idaho** username and password to access your IREC licensing information. After creating an **Access Idaho** username and password, you will then associate your licensing information to that username and password using your license number and security key.

Once you've established your Access Idaho username & password and associated your IREC licensing information to that username, you can change the security key for privacy reasons. If you wish to prevent someone who knows your personal information and/or your current "security key," you need only change your personal "security key."

Office Managers, you can create a user name and password for yourself and then connect any number of licensees to your Access Idaho account as long as you know the license number and correct security key.

Step #1

LOG ONTO IDAHO REAL ESTATE COMMISSION ONLINE LICENSING SERVICES

- 1) Using your internet provider, browse to the Idaho Real Estate Commission Website at <http://www.irec.idaho.gov>
- 2) Click on the "Licensing Forms and Online Services" link on the left side of the IREC home page.
- 3) Then click on "Online Licensing Services."
- 4) Please read the information provided. It tells you what Internet settings are needed to use the online services, what services are available online, what credit cards are accepted, and other information about the online services.
- 5) Finally, click on any of the hyperlinks provided to access the online services you wish to use.

Step #2

CREATE A NEW USER ACCOUNT

- 1) While this screen is displayed, click on this link.
(If you already have an Access Idaho username and password then skip to the step #3.)
- 2) Enter a "desired user name", it can be any format that you would like to use.
- 3) Enter your name
- 4) Enter your telephone number
- 5) Enter your email address (Your new password will be emailed to this email address.)
- 6) Wait for the password, your temporary password should be emailed to you in just a few minutes. When you receive that password, you can continue with the login (item 1 of step #2) and then continue with the "connection" step-Step #3.

Idaho Real Estate Commission
IREC Login

Registered Users

Username: [Forgot username?](#)
Password: [Forgot password?](#)
* Username and password are case sensitive.

If you are unable to access this application with your current username and password, please contact [Access Idaho](#).

New Users

To use this service you will need a username and password supplied by Access Idaho.
[Create A New User Account](#)

Register New User

To register for an Access Idaho user account, please complete the following form and click "Register." The initial password for your new user account will be emailed to the address you provide.

All fields are mandatory. This information will only be used as contact information by Access Idaho. For more information on privacy, please read [Access Idaho's Privacy Policy](#).

Desired username:
Your real name:
Telephone number:
Email address:

Step #3

CONNECTING LICENSE INFORMATION TO YOUR USERNAME (Only the first time)

- 1) Enter your license number, (the number that appears after the SP, DB, AB, etc.) i.e., for SP00012345, type 12345 in the "License Number" field.
- 2) Unless you have changed it, the "Security key" will be your birthdate in the format MMDDYY (i.e., May 4, 1950 will be 050450) followed by the last four digits of your social security number.

(The next time you log onto the Real Estate Licensing page, you only need to enter your username and password. The connection will stay with this username and password until you end the connection. Once you've established your Access Idaho username & password and connected your IREC licensing information to that username, you can change the security key for privacy reasons. **Note:** The "connection" has **no** relationship to the licensee's association with a company and its designated broker.)

- 3) Pick the service you want to use from this screen: (Note that only persons connected to the designated broker's record will have access to the "Add Associates," "Remove Associates," and "Change Company Name/Contact Info" services.)

Idaho Real Estate Commission
Your Idaho License & Security Key

Idaho License Number [Look up my license](#)
Security Key Initially, your birthdate in MMDDYY format followed by the last four digits of your SSN.

[Logout](#)

Idaho Real Estate Commission
Available Services

Active Designated Broker Name Name Name Name (DB00000001)

Your License

- [Educational Report](#)
- [Course Registration](#)
- [Renew Your License](#)
- [Print License Online](#)
- [Purchase Additional Copies of License](#)
- [Change Name/Address/Phone](#)
- [Change Security Key](#)

Your Company

- [Add Associates](#)
- [Remove Associates](#)
- [Change Company Name/Contact Info](#)

<< [Change to a different license record](#)
[Logout](#)

OFFICE MANAGERS

- 1) If you have “connected” more than one licensee to your Access Idaho account, you will need to select which licensee you are going to do online licensing functions for when you logon. (**Note:** This “connection” has **no** relationship to the association of a licensee to a company and its designated broker. To change that information you must select the designated broker of the company at this point in the procedure and then “Add” or “Remove” the licensee.)
- 2) To add a connection to another licensee for whom you are going to process online licensing changes, click on “Add Another License Record” link. Or the “Change to a different license record” link from the “Available Services” page.
- 3) To remove a licensee for whom you are authorized to process online licensing changes, click on the “[hide from view]” link at the right of the licensee’s name.

Note: The “connection” has **no** relationship to the licensees’ association with a company and its designated broker.

Idaho Real Estate Commission

Select License Record

For company changes, select a designated broker's license record.

Designated Brokers

DB00000001	Joanna who? 'What?' Tester-DB I	[Hide from view]
DB00010550	William Paul 'Bill' McEnany	[Hide from view]

Salespersons

SP00030674	Mark David Morris	[Hide from view]
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Hiding a record from view does not affect licensure status in any way.

[\[Add Another License Record\]](#) [\[Logout\]](#)

Idaho Real Estate Commission

Available Services

Active Designated Broker Name Name Name Name (DB00000001)

Your License <ul style="list-style-type: none">• Educational Report• Course Registration• Renew Your License• Print License Online• Purchase Additional Copies of License• Change Name/Address/Phone• Change Security Key	Your Company <ul style="list-style-type: none">• Add Associates• Remove Associates• Change Company Name/Contact Info
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[<< Change to a different license record](#)

[Logout](#)

Save for future reference